



Lake County
Department Of Growth Management
Building Services Division

Occupational Licensing
317 W. Main St.
Tavares, FL 32159
2nd Floor

Zoning Department
315 W. Main St. Rm.# 510
Tavares, FL 32159
(352) 343-9641
5th Floor

Building Department
315 W. Main St. Rm.# 523
Tavares, FL 32159
(352) 343-9653
5th Floor



*“Earning Community Confidence
Through Excellence In Service”*

Occupational License

What is the Process?



Tavares Office

315 West Main St. Phone (352) 343-9653
Tavares, FL 32778 Fax (352) 343-9661

Clermont Office

685-B West Montrose St. Phone (352) 394-5962
Clermont, FL 34711 Fax (352) 394-0197

Reach Us On The Web
www.lakegovernment.com



What steps do I take for obtaining an Occupational License?

1st Step: Visit Tax Collectors Office in the Historical Building on the 2nd floor to complete an application. You will also need a Property Record Card. This can be retrieved at the Property Appraisers Office on the 3rd floor.

2nd Step: Bring all information obtained from step 1 to the Zoning Department located in the round Administrative Building on the 5th floor. Here you will apply for approval of zoning and location of Business.

3rd Step: Next, a change of use permit will need to be obtained from the Building Department. The Building Department is also located in the round Administrative Building on the 5th floor, directly across from the Zoning Department. Once the change of use permit has been issued an inspection will be scheduled. Once the inspection has been scheduled, the applicant must meet the inspector at the site with a copy of the application. There will be a \$150 fee for the change of use permit.



What happens if all my inspections pass?

The application will be cleared to obtain an Occupational License.



What happens if all my inspections do not pass?

A Building Permit(s) may be required for items to be corrected and re-inspected.



Why do we Inspect?

The safety inspections are necessary to determine that the original life safety items and construction are still in place and functional as they were intended. These could be as simple as exit lights or clogged exit corridors. Electrical wiring and fixtures as well as plumbing cross-connections are possible life safety problem areas and will be checked for your safety and that of the public. A separate permit may be required to incorporate alterations or repairs to plumbing, electrical, mechanical or building areas of concern.

